



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
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Staff Services Manager II (Supervisor)

Monthly Salary \$5393 - \$6506

1 Permanent/Full-Time Position

Location: Downtown Sacramento

Position Number: 443-300-4801-xxx

Job ID Number: 07- 001

Final Filing Date: July 6, 2007

General Statement of Duties:

The Chief of Fiscal Services provides special assistance to Executive Staff and management on all fiscal matters, and provides a broad range of administrative and technical services to program staff.

The Chief of Fiscal Services has direct and indirect supervision (through a Staff Administrative Analyst (Accounting-Systems) (Supervisor)) of 8 analysts.

This position is subject to financial disclosure under MRMIB's Conflict of Interest Code.

Specific duties include, but are not limited to, the following:

The Fiscal Services Chief is responsible for managing the following units: Budget Office, Financial Operations Unit and the Federal Compliance Unit.

Budget Office: Responsible for development, preparation and monitoring of all department-wide budget and fiscal forecasting activities; Manages the development of budgets and budget-related documents (Budget Change Concepts, Proposals, Budget Revisions, etc.) for multiple funding sources; monitors the status of obligated funds; meets with executive management and program managers to discuss program and budget-related issues; provides technical guidance; supervises the development of monthly expenditure reports and a fund utilization tracking system for major appropriations to provide actual as well as forecasted expenditure information for management, to ensure maximum and efficient utilization of funds, and to ensure compliance with state requirements; ensures that all financial data shown on external schedules and reports are reconciled with MRMIB's financial, budgetary, and program documents; recommends program and budget actions which are supportive of, and consistent with, existing agency and departmental guidelines, and MRMIB's goals and objectives; liaison with all relevant control agencies and may represent MRMIB in meetings and hearings.

Financial Operations Unit: Oversees the design, implementation, and/or maintenance of fiscal payment and reporting systems for the Board's four programs to maintain adequate levels of cash flow to contractors; provides information for the financial review and performance evaluation of contractors. This unit is the primary liaison with health, dental, and vision plan contractors for issues related to payments, reconciliations of payments and fiscal integrity. Advises program management on the overall financial soundness of contractor health plans; designs and implements the financial, analytical and statistical systems necessary to support rate negotiations for the Healthy Families Program and Access for Infants and Mothers and setting the premium rate for MRMIP. In addition, this unit coordinates medical loss ratio reviews for plans participating in the Healthy Families Program.

Federal Compliance Unit: Oversees the quarterly expenditure and statistical enrollment reports for the Board's three Title XXI State Children's Health Insurance Programs: Healthy Families, Access for Infants and Mothers and the County Children's Health Insurance Program. Oversees liaison activities with the U.S. Centers for Medicare and Medicaid Services (CMS) on issues pertaining to fiscal policy and operations, federal draws, and expenditure reporting issues of the Board's Title XXI and High Risk Pool federal grants. Oversees research and interpretation of State and federal fiscal and grant regulations for Board management. Oversees coordination of the annual Bureau of State Audits Single State Audit, Federal audits by CMS and the Office of Inspector General, and audit liaison activities for the internal and external audit functions of the Board's administrative vendor contractor for Healthy Families and Access for Infants and Mothers. Oversees liaison activities related to federal fiscal reporting and coordinates issues with other State agencies that also receive Title XXI federal funding (the Department of Health Services, the Department of Mental Health and the California Children and Families Commission).

Overall Management: Analyzes workflow and identifies areas requiring modification and streamlining; ensures that subordinate employees are committed to excellent customer service and continuous improvement; develops and implements a status report system so that customers are aware of the status of their requests; solicits feedback regarding Fiscal Services functions and addresses weaknesses identified.

Desirable Qualifications

Knowledge, Skills and Abilities: Demonstrated experience with State budgeting and fiscal forecasting/caseload estimating; working knowledge of the accounting process; experience working in an Accounting Office; ability to analyze data, draw sound conclusions, and present ideas and information effectively, both verbally and in writing; experience working with control agencies; proficiency with Microsoft Office products, particularly Excel and Word.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Supports the Board's commitment to equal employment opportunities.

Who May Apply:

Individuals at the Staff Services Manager II (Sup) level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees. Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with JOB# **07-001** and Position# **443-300-4801-XXX** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Julia McLean – Personnel**

Final filing date: July 6, 2007

If you have questions regarding this information, contact Ms. McLean at (916) 323-4138 or via email at jmclean@mrmib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.